

**P & P NO.**

7-5

**EFFECTIVE DATE**

October 1, 2013

**SUPERSEDES NO.**

New

**PREPARED BY**

Business Development Manager

**SUBJECT**

U.S. Coast Guard

**APPROVED BY**

General Manager

**I. PURPOSE**

To establish a policy to ensure accountability for U.S. Coast Guard personnel riding AMHS vessels

**II. POLICY**

As a regulatory body for the Alaska Marine Highway System the US Coast Guard has the authority to request access to, or transport aboard AMHS vessels. The AMHS must ensure that USCG passengers are accounted for on the vessel manifest when riding in a regulatory capacity.

**III. ORGANIZATIONS AFFECTED**

Terminals, Vessels, Masters, Port Captains, Management

**IV. REFERENCES**

P&P 7-4 Official Business Pass

P&P 11-1 Manifests

**V. FORMS**

None

**VI. DEFINITIONS**

None

**VII. RESPONSIBILITIES**

A. Terminal Manager

1. Will ensure that any USCG personnel that make their presence known at a terminal requesting access to the terminal facility or an AMHS vessel are properly identified and provided access as requested.
2. If not previously notified that USCG personnel were expected the Terminal Manager should notify the Master of the vessel to approve boarding.
3. Ensures that USCG personnel are added to the vessel manifest if they will be staying on board for a sailing. This can be processed as an Official Business Pass using the US Coast Guard customer record #450522, pass #90040. Advanced reservations are not needed for US Coast Guard personnel but AMHS needs to ensure that they are accounted for as passengers aboard the vessel.

B. Port Captains

SUBJECT U.S. Coast Guard	P & P NO. 7-5	PAGE 2 of 3
<div> <div> <div>1.</div> <div>Port Captains will notify the Terminal Manager and/or Master of the vessel in advance when USCG personnel request access to the terminal or vessel for one of the following reasons;</div> </div> <div> <div>a.</div> <div>Conducting a Quarterly inspection between ports;</div> </div> <div> <div>b.</div> <div>Conducting an investigation of an incident aboard one of our ships;</div> </div> <div> <div>c.</div> <div>Traveling one our vessel(s) to conduct a security inspection of a terminal;</div> </div> </div> <div> <div>2.</div> <div>Port Captains may opt not to notify the Terminal Manager and/or the vessel in advance when the USCG has requested access to the terminal or vessel in the instance of;</div> </div> <div> <div>a.</div> <div>USCG Law Enforcement traveling to provide presence to deter terrorism.</div> </div> <div> <div>C.</div> <div>Master of the Vessel</div> </div> <div> <div>1.</div> <div>Will ensure that the US Coast Guard is accommodated to the best ability of the Master and crew.</div> </div> <div> <div>2.</div> <div>Will ensure that any issues or concerns raised by the US Coast Guard are communicated through the Port Captains office to AMHS management.</div> </div>		
<b>VIII. PROCEDURE</b>		
None		
<b>IX. ANNUAL REVIEW DATE / LEAD REVIEW</b>		
This P&P will be distributed to the Business Development Manager for review on April 1, 2015.		

SUBJECT U.S. Coast Guard	P & P NO. 7-5	PAGE 3 of 3